

FIRST PRESBYTERIAN CHURCH

Position Description

1. **Title:** Interim Administrative Assistant
2. **Purpose:** to support the ministry of First Presbyterian Church by working with the minister, staff, and committees.
3. **Key Attributes:**
 - Technical expertise to use or quickly learn Word, Publisher, and the Church database.
 - Ability to safeguard confidential information.
 - Ability to extend hospitality, care, and compassion to those who call, email, or visit the church.
 - Flexibility.
4. **Responsibilities:**
 - Handle routine correspondence and office duties for minister, staff, and committees.
 - Maintain church files and records.
 - Publish worship/funeral/wedding bulletins, funeral bulletins and a monthly newsletter
 - Maintain the church calendar and coordinate scheduling of all activities
 - Keep reservations for church activities, as needed.
 - Update social media accounts and webpages.
6. **Qualifications:**
 - Knowledge in the use of social media and webpage
 - Skill to use various software packages.
 - Maintain confidentiality of members and situations that arise.
 - Complete a background check and sign and meet requirements of the church's Child Protection Policy.
7. **Hours:**
 - Monday - Thursday 8 to Noon, and 1 to 4; Friday 8 to Noon.